

**KENTUCKY BOARD OF SOCIAL WORK
MINUTES OF THE BOARD OF DIRECTORS' MEETING
July 7, 2015**

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, July 7, 2015 at the board office located at 44 Fountain Place, Frankfort KY 40601.

MEMBERS PRESENT

Bill Adcock, LCSW
Hilma Prather, Member at Large
Jay Davidson, LCSW
Sally Rhoads, LCSW
Janice James, LCSW
Dr. Jay Miller, CSW
Sharon Sanders, LCSW

STAFF PRESENT

Florence Huffman, Ex. Dir.
Lindsay Redman, Admin. Assistant

OTHERS PRESENT

Brian Judy, Asst. Atty. Gen, Board Counsel

GUESTS: Children's Alliance

Michelle Sanborn, President
Kathy Adams, Vice President
Liz Croney
Richard Word

CALL TO ORDER

Mr. Adcock, Chair, called to order the regular meeting of the board at 11:35 a.m.

APPROVAL OF MINUTES

A motion was made by Ms. Sanders to approve the minutes of June 2, 2015 as presented. Seconded by Ms. Rhoads, motion carried without objection.

EXECUTIVE DIRECTOR REPORT

- a. Operations Report- Ms. Huffman thanked the board for their continuing support, particularly with the high volume of applications and strong assistance from Mr. Adcock and Dr. Miller to review applications and other documents to eliminate the backlog.
- b. She reported that in June 2015 that:
 - 133 applicants were approved for the Master's level exam, 21 for Clinical level exam, and 14 for Bachelor's level exam; 35 supervision contracts were approved with a high number of deferrals due to missing documents particularly job descriptions or weakness in clinical job description, lack of required signatures, or other issues with completing the Plan of Clinical Social Work Activities within the contract; a total of 151 fees were processed including 54 application fees, 64 licensure fees, 3 reinstatements and 22 miscellaneous;
 - Nearly 80 percent of all applications were initially deferred due to incomplete applications or missing documents particularly job descriptions; and
 - Deferrals set back the timeliness of processing the documents.

Introduction of guests from Children's Alliance: Discussion to address concerns with mental health boards and delays of processing applications and supervision contracts. Liz Croney stated her support of the board and her willingness to meet with the governor's office and legislators to support board's goal of increasing staff level and technology upgrades – she expressed her concern on the impact of delays. Michelle Sanborn stated in December 2014 she addressed complaints about delays to all mental health boards and in January 2015 stressed concerns about waiting lists and continued delays. She stated she met with Florence and with the director at LPCC Board and understands that given limitation on staffing, we are doing all that can be done, and the Children's Alliance is interested in encouraging streamlined process. Ms. James commented in light of delays at the board level in processing documents, that board members would be interested in meetings and training with supervisors and

others to improve the submissions and avoid delays and influence better practice in this area. Ms. Croney made the point that with the opening up of Medicaid, more social workers were in the field and demand increasing; and that as an alliance, they could assist by holding trainings to address deficits. Ms. Prather commented that there were an increasing number of supervisors and is hopeful that word will go out that supervisors are being held accountable for supervision contracts and following supervision rules. Ms. Croney agreed and stated that there was a cost to the agency when an employee is on board but not able to work due to waiting on approvals from board. There was a general agreement that we should work together to address the delays and the deficits in document submissions. Ms. Sanders stated that the board is interested in learning about supervision courses and whether improvements need to be made in any courses. Ms. Prather asked and it was agreed that the members of the Alliance would share specific concerns with the board, with individual examples, and share any pattern of problems and that Alliance members, and Children's Alliance members return as guests to the December 2015 board meeting to help monitor progress.

- c. Presentations: Invited by Morehead State University, August 2015: Dr. Miller stated he could likely cover that invitation to speak but that it should not just be a single class but an arranged group of social work students at an event to be more efficient with time.
- d. Education & Outreach / Technology update
 - Kentucky Interactive has agreed to add Frequently Asked Questions to the website at no cost, how shall the FAQs be approved?
 - Action Item:
 - i. FAQs for Continuing Education: Dr. Miller moved that materials posted in public domain should be submitted to the corresponding committee for review and recommendation made to full board for final approval. Seconded by Ms. James, motion carried without objection.
 - Action Item:
 - i. Facebook page for the board: it was agreed by consensus that this item should be tabled for future discussion, and board should move forward with communicating by email with licensees.

FINANCIAL STATEMENT-Florence Huffman

- a. Report of Expenditures and Revenues- confirmed transfer to General Fund of \$50,000 was made in April. Ms. Huffman reviewed the financial report with the board.
- b. Appropriations Increase for 4th Qtr FY15 was approved but there will likely be a lapse of board funds in the range of \$12-13,000 on June 30 – that every effort was being made by Ms. Redman to process invoices from FY15 funds to reduce those lapsed funds. There was discussion about office equipment needs and that Ms. Huffman should pay as much as possible from FY15 funds if possible through July 10 deadline; and Ms. Huffman should purchase office supplies or equipment with assistance from Mr. Adcock to expend FY15 available funds, if permitted by state policies.
- c. Appropriations Increase for FY16 is pending – there was an amendment made to the appropriations request with the assistance of Mr. Adcock when our budget analyst indicated that only one new employee would be approved due to concern that funds would not be available in 2020 to sustain the personnel level. The board reviewed the amended breakdown (attached).
- d. Travel and Per Diem Bill Adcock, LCSW, Chair
 - Action Item: Approval of board members' travel and per diem. A motion was made by Ms. Rhoads to approve travel and per diem for board members. Seconded by Ms. Sanders, motion carried.

Complaint Review Committee: Bill Adcock and Janice James

#15-09: CRC recommends dismissal (dual relationship). Seconded by Ms. Sanders, motion carried.

#15-11: CRC recommends open for investigation (dual relationship). Seconded by Dr. Miller, motion carried.

#15-12: CRC recommends Notice of Administrative Hearing and Formal Complaint be issued (complaint alleged that billings were inaccurate – social worker admitted). Seconded by Dr. Miller, motion carried.

Application / Supervision Review Committee: Jay Davidson

Issue: Supervision contract purportedly mailed to board 10/13; no letter of approval sent but supervision continued for one year until supervisor of record received the contract back from the US Postal Service as “undeliverable” which she mailed to board – supervision hours documented but one year of unauthorized practice by CSW supervisee. Supervisor of record appeared at the request of the committee and concurred that supervision should not have commenced without letter of approval with her agency supervisor who informed board of professionalism and reputation of the supervisor of record.

- Committee recommends Brian Judy to send letters with any needed assistance from Ms. Huffman as follows: 1) Supervisee: hours under supervision will not count; and 2) Supervisor of Record: directed to take another LCSW supervision course. Seconded by Ms. Prather, motion carried.

Continuing Education Committee: Hilma Prather

- Ms. Prather reported that applications were caught up.

Old Business

- a. Amendments to Supervision regulation to add electronic supervision and other items: 201 KAR 23:070.
 - Action Item: Approve or defer amendments.
Ms. Huffman stated that she would like to submit a revised contract for clinical social work practice with the regulation change. Deferred to August meeting.
- a. Personnel:
 - Evaluation of executive director: executive committee will schedule a future meeting with Ms. Huffman, to review her self-evaluation and discuss evaluation by board.
 - Administrative Coordinator position to remain the same and third employee position (if funded) to be posted as “Administrative Specialist.”

New Business

- II. New Business Bill Adcock, LCSW, Chair
 - a. Continuing Education regulation: 201 KAR 23:075
 - The HIV/AIDs course required for initial licensure was repealed by the Kentucky Legislature as of June 24, 2015.
Action Item: Motion by Dr. Miller to delete HIV/AIDs course requirement,

seconded by Mr. Davidson, motion carried. Should the requirement for “in-person, face-to-face Social Work ethics course be amended to permit an online course? (Out-of-State licensees impacted)

Action Item: Motion by Dr. Miller to delete face-to-face requirement, seconded by Mr. Davidson, motion carried. Brian Judy to work on revisions with assistance from staff.

- Discussion: Should the requirement restricting online courses to 50 percent be amended to permit 100% online courses?

Action Item: Motion by Ms. Prather to permit 100% online courses, second by Ms. Sanders, motion carried. Brian Judy to work on revisions with assistance from staff.

b. Policies and Procedures

- Action Item: A licensee who was initially licensed in 1975 was grandfathered in and has not taken an ASWB exam; he has allowed his license to expire: Will the board require him to take the ASWB exam before reinstatement?
- **Yes**, to meet requirements for reinstatement, he must submit a new application and meet all current requirements including ASWB examination.

c. Report from Sharon Sanders about meeting with Foundation for a Healthy Kentucky regarding the Kentucky Workforce database – information being gathered statewide to document where mental health professional work, which counties, etc. Ms. Sanders will continue to represent the board at upcoming meetings.

d. Request for extension of time granted to C. Murrell due to hardship (Section 10 of CE regulation) approved: motion by Jay Davidson, seconded by Dr. Miller, motion carried.

A motion was made by Ms. Sanders to enter executive session based on 61.810 1 (f) to discuss employment issues. Seconded by Ms. Prather, motion carried. Ms. Huffman and Ms. Redman were asked to leave the meeting and did so.

A motion was made by Dr. Miller to return to open session; seconded by Ms. James, motion carried. Motion made by Ms. Prather directing Ms. Huffman to post the administrator coordinator’s vacancy for ten days, with a salary range from \$28,000 to \$35,000. Seconded by Mr. Davidson, motion carried.

ADJOURNMENT

Being no further business to come before the Board, a motion was made by Ms. James to adjourn. Seconded by Mr. Davidson, motion carried. The meeting adjourned at 2:45 p.m.

NEXT MEETING:

The next regularly scheduled board meeting will be held at the Board offices on August 4, 2015, at 11am.

Approved:

William M. Adcock Lcsw

William M. Adcock, Chair